

# Student Enrolment Form

This is a sample of the information required when completing the BMI online enrolment form prior to course commencement.

Student Details: * Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI please refer to the USI section of the form for information on how to apply for a USI. You must write your name, including any middle names, exactly as written in the identity document you choose to use for applying for a USI.				Application Date: Select	
First Name: Enter Text	First Name: Enter Text Last Name: Enter Text			$\Box$ Male $\Box$ Female $\Box$ Other	
Home Address: Enter Text				Date of Birth (DD/MM/YY): Select	
Suburb: Enter Text	State: Select	Post Code: En	nter Text	Age Declaration:	
Postal Address: Enter Text					
Suburb: Enter Text	State: Select	Post Code: Er	nter Text	Note: Blast Management International does not enrol students below 18 years of age. Please contact Student Support Services if you have questions.	
Home Phone: Enter Text	Work Phone: Ente	er Text	Mobi	e #: Enter Text	
Email Address: Enter Text					
Language and Cultural Diversity					
Country of Birth: Enter Text		City of Birth: Enter Text			
Main Language Spoken: Ente	r Text				
Do you speak a language oth	er than English at home?	□ No □ Ye	s, other: E	nter Text	
Are you Aboriginal and/or Torres Strait Islander? (please tick all that applies)					
□ No	☐ Yes, Aboriginal			] Yes, Torres Strait Islander	
<b>Disability:</b> Please see <u>Disability Supplement</u> section (page 8)					
<b>Do you have any disability, impairment, or long-term condition which may affect your course?</b> Yes No					
Do you live with any physical/mental disability that may affect your participation in the course?					
Hearing/Deaf	Physical	□ Intellect		Medical Condition	
Mental Illness	□ Vision	Learning		Other: Enter Text	
Acquired brain impairment					
<b>Do you require additional support?</b> Inter Text					
Education and Training Details:					
Are you able to read, write, and understand English?					
What is your highest COMPLETED school level? (tick one only) If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10, the Highest school level completed is Year 9.					
Year 12 or equivalent	Year 10 or equiv			Year 8 or below	
□ Year 11 or equivalent	🗌 Year 9 or equiva			Never attended school	
				YEAR did you complete that	
□ Yes □ No	vel? Enter Text				
Have you successfully completed any of the following qualifications? (please select all that apply)					



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Certificate I	□ Certificate IV (or advanced certificate/technician)	□ Bachelor's degree or Higher			
Certificate II	Diploma (or associate diploma)	<ul> <li>Other education (including certificates or overseas qualifications not listed above)</li> </ul>			
Certificate III (Trade Cert)	Advanced Diploma/Associate Degree	None			
Employment Details:					
Employer Business Name: Enter Text	Employer Contact: Ent	ter Text			
Employer Address: Enter Text					
□ Full-time employee □ Se	elf-employed - not employing others elf-employed - employing others mployed - unpaid worker in a family business	<ul> <li>Unemployed - seeking full-time work</li> <li>Unemployed - seeking part-time work</li> <li>Unemployed - not seeking employment</li> </ul>			
Reason for Study:					
Of the following categories, which BEST □ To get a job □ I wanted extra skills for my job	<ul> <li>describes your main reason for undertakin</li> <li>To get a better job or promotion</li> <li>To start my own business</li> </ul>	ng this course? □ It was a requirement for my job □ To get into another course of study □ For personal interest or self-			
$\Box$ To try for a different career	To develop my existing business	development			
To get skills for community/voluntary work	Other reasons				
Existing Skills and Knowledge:					
Please describe any related work or industry experience (job role, description of responsibilities, inclusive dates, etc.) you have, if any:					
Enter Text					
Please list down any related qualifications you currently hold, if any:					
Qualification Title and Code	Provider Name	Date Studied			
Enter Text	Enter Text	Select			
Enter Text	Enter Text	Select			
Enter Text	Enter Text	Select			
Enter Text	Enter Text	Select			



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Course Enrolment Details: (See Course Outline for delivery mode and available durations)					
Course Name: Store, Handle and Transport Explosives	Course Code: RIIBLA205E				
Course Delivery: Online Self- Paced	Course Duration: Enter Text				
Course Start Date: Enter Text	<b>Do you want to apply for RPL?</b>				
Please briefly explain/outline the skills and experience you believe you have that relates to the course in which you are enrolling:					
Enter Text					
Additional Information: (please answer all questions)					
Do you have access to a computer and the internet?  Yes No					
What level of computer literacy do you have?	nt 🗆 Good 🗆 Basic 🗆 Poor				
How do you rate your numeracy skills?					
<b>Do you require additional support?</b> I No Yes (please specify: Enter Text)					
I understand that I will receive my results and student correspondence online 🛛 Yes, I understand					

## **IMPORTANT NOTE:**

Blast Management International will provide access to additional support services where required, as described in the Additional Support Policy and Procedures. However, where a student is unable to meet minimum course entry requirements such as corresponding Learning, Literacy and Numeracy Skills and/or Physical Fitness requirements of a course, Blast Management International reserves the right to defer/terminate enrolment. If you are in doubt, please ask us about it.

#### UNIQUE STUDENT IDENTIFIER

From 1 January 2015, we Blast Management International can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <u>https://www.usi.gov.au/your-usi/create-usi</u> on computer or mobile device.

For more details, please refer to "Unique Student Identifier (USI)" www.usi.gov.au

- 1. Enter your Unique Student Identifier (if you already have one)
  - Unique Student Identifier (10 digits): Enter Text
- 2. If you don't have a USI number, you can apply for one by going to the USI website: <u>www.usi.gov.au</u> and follow the steps here: <u>https://www.usi.gov.au/your-usi/create-usi</u>

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/find-your-usi



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If you have an objection to being assigned a Unique Student Identification Number (USI), you are able to apply for an exemption, directly to the Student Identifiers Registrar at www.usi.gov.au. Where the USI exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript.

## Terms and Conditions of Enrolment – declaration of agreement prior to course entry

## Welcome to Blast Management International

#### **Privacy Notice**

#### Why we collect your personal information:

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. The RTO will not be able to enrol students who fail or refuse to provide personal information.

#### How we use your personal information:

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

#### How we disclose your personal information:

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

## How the NCVER and other bodies handle your personal information:

The NCVER will collect, hold, use, and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at <u>www.ncver.edu.au/privacy</u>.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.



DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <a href="https://www.dese.gov.au/national-vet-data/vet-privacy-notice">https://www.dese.gov.au/national-vet-data/vet-privacy-notice</a>.

If for any reason you cannot access the privacy notice electronically on the Department's website, please get in touch with us at enquiries@blastmanagement.com.au to obtain a copy of the notice.

#### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

#### **Contact information**

At any time, you may contact Blast Management International to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

#### **Refund Policy**

Details of the Blast Management International Fees and Charges / Refund Policy can be found in the Fee Administration and Refund Policy, Student Handbook and Blast Management International website.

#### Declaration

I would like to apply for enrolment in this course with Blast Management International RTO # 31459. I have read and understood the entry and course requirements and other course information on the Blast Management International website. I have read the Blast Management International Student Handbook including the Privacy Policy, Fee Administration and Refund Policy, and other policies and procedures prior to enrolling. By signing this enrolment application, I agree to allow Blast Management International to provide my employer, or the organisation that has funded my training, my personal information about my enrolment, course progression, assessment status, and other course information on a periodic basis, during and/or after my enrolment period.

I understand that I will be required to supply a USI to Blast Management International in accordance with national legislation. I declare that I have answered all questions truthfully to the best of my knowledge. I understand that all my personal details including my USI, are confidential and are protected by relevant privacy laws. I give my consent to Blast Management International to release my name, date of birth, contact details and statistical information, including my USI, to the relevant Federal government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

I have read and consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <u>Privacy Notice</u> section of this form and the RTO's Privacy Policy found in the company website.

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.



## **Disability Supplement**

#### Introduction:

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

#### '11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

#### '12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

#### '13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

#### '14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

#### '15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

#### '16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

#### '17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

#### '18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

## '19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.